



Office of Mayor Miro Weinberger

To: All City Employees
From: Mayor Miro Weinberger
Date: August 20, 2021
Re: Employee Vaccination and Testing Policy

The City of Burlington has implemented a vaccination policy effective August 20, 2021, requiring all employees to either receive the Covid-19 vaccination or receive weekly testing. In accordance with the City's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from this infectious disease that is reduced by vaccination. In making this decision, the Administration reviewed recommendations from the Centers for Disease Control (CDC) and Prevention and the Vermont Department of Health, and consulted repeatedly with the leaders of our municipal employee unions. The science is clear: the Covid vaccines in use in the United States are safe and powerfully effective at reducing the spread and serious illness caused by Covid-19. With this policy Burlington joins a large and growing number of public and private employers who are requiring employee vaccinations or testing.

Proof of Vaccination

All employees who are fully vaccinated should submit proof of vaccination to HR by October 8, 2021. Fully vaccinated means that it has been at least two weeks since you received your second dose of either Moderna or Pfizer vaccines, or the single dose Johnson & Johnson vaccine.

Employees commencing their employment after October 8 will be required to be or become fully vaccinated as a condition of their employment, except for employees seeking an exemption for religious beliefs or medical reasons.

Remaining Unvaccinated

Current employees who choose to remain unvaccinated will be required to wear an approved cloth mask when indoors on official city business. Unvaccinated employees are required to wear a mask until notified by City management that transmission levels in Chittenden County have returned to moderate levels as defined by the CDC.

Commencing the week of October 11, unvaccinated employees must also be tested on a weekly basis. Test kits will be supplied by the City of Burlington and will be free of charge for at least the first 90 days. The test kits from *Let's Get Checked* are self-administered kits that can be mailed, same day, and include postage. The results will come via email within 48 hours (if administered on a week day). The test kits will be available in each department. Any

assistance needed with the kits will be provided by the Human Resources team. Employees are responsible for submitting test results to their HR manager each week. Further details regarding testing are available in an accompanying process document. Failure to submit a test result each week could subject an employee to the following steps and discipline, including:

- **1st missed test result:** Retest and report result within 3 calendar days, regardless of work schedule.
- **2nd missed test result:** Employee must leave work using own sick time until result is reported.
- **3rd missed test result:** Termination of employment pursuant to applicable collective bargaining agreements and City policies.

The option to meet this requirement through weekly testing will not be available to employees commencing their employment after October 8, 2021.

Incentives

All current employees, including seasonal and temporary employees, who are vaccinated by October 31, 2021, are eligible to receive a \$50 wellness bonus from health insurance provider Cigna and a \$50 salary bonus from the City that will be processed by the payroll department. This includes employees who have already received their vaccine and submitted proof prior to the adoption of this policy. Employees not eligible to receive the wellness bonus from Cigna because they are not a part of the health insurance plan or are members of the Burlington Firefighters Association collective bargaining unit, will receive \$100 directly from the City.

Employees who need to take time off to get a Covid-19 vaccine or recover from any side effects (for themselves or a dependent) are eligible for Covid-19 Emergency Leave time. Please note that adverse reactions to the Covid vaccine are generally covered by our worker's compensation insurance provider, subject to the usual review process.

Should you have any questions regarding this policy, please contact the Human Resources Manager for your department or the Human Resources Director.

Vaccination Resources

To get a Covid-19 vaccine, there are multiple options available:

- **Vermont Department of Health** - Book [online](#) or by phone at 855-722-7878
- **Attend a walk-in clinic, no appointment needed** - [Find a location near you](#)
- **UVM Medical Center Outpatient Services** - book [online](#) or walk-ins available
- **English Language Learner clinic** - Call [AALV](#) at 802-985-3106 or [USCRI VT](#) at 802-655-1963 to register
- **Participating pharmacies:**
 - [CVS](#)
 - [Walgreens](#)
 - [Kinney Drugs](#)

- Osco Pharmacy at Shaw's
- Hannaford Pharmacy